

## Appendix C

### PLOT PLAN CHECK SHEET

**Note: Proposed use or activity may have additional approval criteria specific to that use or activity.**

The following information shall be provided on an 8.5 x 11 inch plan (or greater), neatly drawn to scale.

1. Name, Address, North Arrow, Scale, and date of drawing;
2. Improvements to approved building lot showing:
  - All existing and proposed structures located on the property (principal and accessory)
  - Adjacent boundary lines and distances
  - Required Zoning District setback lines
  - Driveway location (if applicable)
  - Location of well and septic system (if applicable)
  - Location of any existing or proposed easements and deed restrictions affecting the property including Conservation and/or Open Space areas including any areas/easements required by the Inland Wetlands Commission.
  - Any other information deemed necessary by the ZEO to determine compliance with these Regulations.
3. A zoning compliance chart or table that indicates the dimensional and use requirements for the property in the Zone and how the proposed structure and uses will comply with the requirements.

**Please provide copies of the following:**

- Copy of the **Current Deed** (*Available from Town Clerk's Office*);
- Copy of **Property Card** (*Available from Tax Assessor's Office*);
- Copy of **Tax Map/Plot Plan** (*Available from Tax Assessor's Office*);
- Copy of any **ZBA variances** (if applicable) (*Check in Land Use Office*);
- Copy of the written notification/letter from the holder of any Conservation restriction on the property; and
- If the resident is not the owner, please provide a letter from the owner(s) identifying and approving the proposed home occupation.
- Copy of the building plans and renderings of any proposed building specifying siding materials specified (front, side, and rear elevations shall be shown).
- Any other information deemed necessary by the ZEO to determine compliance with these Regulations.

**Possible Conditions of Approval:**

- Prior Planning and Zoning Commission Approval; and/or
- Other State or Local Agency Approval.